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ABSTRACT

In most school districts, the chief business official is involved in some aspect of a variety of support functions. This book provides 101 ready-made, field-tested computerized templates of applications commonly used in school business administration. The 101 school business applications and corresponding templates are described in the text and available in ready-to-use form on the accompanying microcomputer diskettes. The text provides detailed information to help administrators understand the application and customize the template with their own school district data. The templates were created using Lotus 1-2-3 and release 2 (MS-DOS format). Following the preface, 12 chapters present information on the following school business applications: finance, taxation, state aid, cash management, budgeting, energy management, capital project planning, transportation, school lunches, student counts, personnel management, and collective negotiations. Chapter 13, "Importing the Templates," explains how Lotus 1-2-3 templates can be used with other software packages, in particular, word-processing software, presentation graphics, other brands of electronic spreadsheet, and Macintosh software. (LMI)

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